

U.S. Embassy Belgrade, Serbia  
Solicitation S-RB100-14-Q-0028  
Auto insurance coverage  
Questions & Answers

As of October 2, 2014

Question: 1. In reference to cover form SF 1449, Block 12, the MTPL premium is set by the NBS decision on the bonus malus system, and does not include any discounts of premium. Having this in mind, how are we supposed to fill in this Block?

Answer: Block 12 is where quoters offer discounts for faster payment of invoices. You need not fill this block out.

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Question: In reference to cover form SF 1449, Block 17a, what is meant by CODE and FACILITY CODE?

Answer: This does not apply to overseas solicitations.

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Question: In reference to cover form SF 1449, Block 23 and 24, our assumption is that these two columns should contain the same amounts since the quantity is 1.

Answer: That is correct. You are to provide the annual price for each line item in this section.

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Question: : In reference to Section 1, Prices/Premiums, for the purpose of this quote/offer, the premium amount for the base year shall apply to all option years due to the NBS decision on the bonus-malus system which makes it impossible for us to predict in advance whether a bonus or malus shall be calculated for future years for each insured vehicle.

Answer: This is correct. You will provide the same basic price of insurance for all contract years with no bonus or malus adjustments included. Bonuses and maluses will be addressed in a separate solicitation amendment which will be issued after the pre-proposal conference.

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Question: 1. On page 6 of the Solicitation Document, table 1.2. Cargo Vehicles, does the total price RSD mean the sum total of vehicle insurance price RSD and Passengers Insurance price RSD?

Answer: Yes, the total price is calculated as follows: Estimated Number of vehicles x Vehicle insurance Price RSD x Passengers insurance Price RSD = Total price RSD.

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Question: On page 13, we could not find paragraph G under item 8, H1 Semi-annual premium. Please clarify this item.

Answer: Section 1.8 PARTIAL ANNUAL PREMIUMS will be revised to correct the language.

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Question: On page 14, we could not find paragraph J.1 under item 9, Administrative retention amounts. Please clarify this item.

Answer: Section 1.9 ADMINISTRATIVE RETENTION AMOUNTS will be revised to correct the language.

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Question: Please specify the exact documents that need to be submitted with the quote/bid (Terms and Conditions, Tariffs, etc.)

Answer: Section 3 of the solicitation provides a comprehensive summary of instructions and lists documents which must be submitted with your quote. You may submit additional documents as you see appropriate including but not limited to your company's Terms and Conditions, Tariffs, etc.

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Question: Please explain what you mean in section 1.1 Passenger vehicles, CLIN 9 by International Motor Insurance Cards

Answer: International Motor Insurance Cards are "Green Card" International Insurance certificates.

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Question: Should the solicitation documentation be filled in manually (in clear and printed letters) or electronically?

Answer: Either way is acceptable.



Question: Should the MTPL premium be expressed in the base premium amount P4, net of tax of 5% for non-life insurance?

Answer: The 5% non-life insurance must be included in the price.



Question: In the cover page form SF1449, should the unit price and amount in Blocks 23 and 24 be the same?

Answer: Yes, you should copy the total price for each year from the tables in Section 1, Prices.



Question: Should the offer contain a translation of the vehicle and passengers insurance policy?

Answer: No, once the contract is awarded, the contractor shall provide a translated copy of the policy in accordance with Section 1, 7, Special Contract Requirements..



Question: How should the amendments to solicitation be submitted?

Answer: Complete Blocks 8 and 15a-c and include a copy of each amendment with your quote.



Question: 1. Should the documents required in Section 3 translated into English and certified by a court interpreter?

Answer: No, copies in Serbian are acceptable except for the license to sell automotive insurance from the National Bank of Serbia which must be certified but not translated.



Question: Which paragraphs in Section 5 should be filled in and, in addition, should any additional representations or certificates be submitted?

Answer: Offerors must complete the following in Section 5:

- (3) *Taxpayer Identification Number (TIN).*
- (4) *Type of organization.*
- (5) *Common parent.*

Also, Offerors must complete the certifications in Amendment A001, DOSAR provision 652.209-79 REPRESENTATION BY CORPORATION REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CRIMINAL CONVICTION UNDER ANY FEDERAL LAW.

The fields have been highlighted for easier identification. No other certificates from local courts are required.

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Question: Should the representations or certifications in Amendment A001 be completed and submitted in addition to filling-in the amendment document?

Answer: Yes.

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Question: 1. In Section 2, do only those clauses marked with an “X” apply to this contract?

Answer: Yes.

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(End of document)